



Department of Finance and Administration
Agency Bank Account Request Form

Agencies must complete this form and receive approval before opening a new commercial bank account.

Form with checkboxes for New bank account, Change bank account, and Delete Bank Account.

Agency Information section containing fields for Business Area, Agency Name, Agency Sub Area, and Agency Sub Area Name.

Agency Banking Contact section containing fields for Contact Name, Contact Title, Phone Number, and E-mail Address.

Account Information section containing fields for Bank Name, Location, Account Name, Account Number, Type of Account, Minimum Balance, Maximum Balance, Interest Rate, and Number of Signatures Required.

Title of Authorized Signors section containing multiple fields for Authorized Title with pre-filled options like Executive Director, Administrative Director, etc.

Classification and Accounting Detail section containing fields for Classification, MAGIC Fund Number, and Agency Tax ID.

Comments section containing a large text area for providing reasons for creation, change, deletion, or interest collection.

Required Signatures section containing lines for Agency Executive Director, DFA Approver, and Treasury Approver signatures and dates.